



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, July 17, 2019

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday July 17, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for June 19, 2019.
2. Approve Register of District Invoices.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of June.

F. BUSINESS AND ACTION ITEMS

1. Open the Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2019-2020; continue collection of assessments on County Tax Roll and adoption of Resolution No. 2019-08, allowing for a 7.37% assessment increase.
2. Discussion and Possible Action Regarding the CSDA Annual Conference - Anaheim Marriott September 25th through the 28th.
3. Discussion and Possible Action to Award a Contract for the Concrete Phase of the Community Center Dog Park.

G. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.
 - a. Special District Leadership Academy Conference – July 8, 2019 through July 10, 2019 – Director Gutow.
 - b. Contra Costa Special Districts Association Meeting – July 15, 2019 – Director Leete.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

1. Update on the Electronic Sign Board.
2. Update on the Pool Design.

J. CORRESPONDENCE RECEIVED (Information Only)

1. Received – Byron Municipal Advisory Council meeting minutes for May 28, 2019.
2. Received – Contra Costa County Aviation Advisory meeting minutes for May 9, 2019.
3. Received – Contra Costa County Aviation Advisory meeting minutes for June 13, 2019.
4. Received – East Contra Costa Fire Protection District meeting minutes for June 12, 2019.
5. Received – East Contra Costa Fire Protection District meeting minutes for June 18, 2019.

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the regular meeting on August 7, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 19, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by President Mayer.
3. Roll Call – All present with the exception of Vice-President Pease.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Budget – new positions.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for June 5, 2019.
2. Approve Register of District Invoices.
3. Approve the extension of the HERWIT Engineering Contract for services into Fiscal Year 2019-2020.
4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2019-2020, Accept Engineer's Report and Adopt Resolution No. 2019-05.
5. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2019-2020.

Item C-4 – Pulled for discussion.

Director Gutow – Regarding the HERWIT Engineering Report related to the analysis of Zone 9 and the other Zones; Zone 8, Zone 61, Zone 57.

General Manager Davies – Stated that Zone 9 is owned by the Town, no assessment for Zone 8 (no engineer report), and the remaining Zones are owned by the County.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: Vice-President Pease.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report – Battalion Chief Ross Macumber provided an update regarding the calls for service in Discovery Bay for May, auto safety, and firework drop-off.

E. PRESENTATIONS

1. Proclamation 19-02 – Proclaiming July 2019 Parks and Recreation Month – Parks Make Life Better.

Recreation Programs Supervisor Kaiser – Provided the details of the July 2019 Parks and Recreation Proclamation.

Public Comment Regarding:

- Cornell Park and Community Center repairs and the Hofmann money used for improving the parks.
- Parks in Discovery Bay, assessment report, Zone 8, and Hofmann money for repairs to the parks.
- Hofmann money to be used for the Community Center Tennis Court repairs.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May.

Project Manager Sadler – Provided the details of the May 2019 Monthly Operations Report. There was discussion regarding a Veolia tour.

G. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution No. 2019-06, for consideration of Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2019-06, close the public hearing and consider adopting Resolution No. 2019-06.

Finance Manager Breitstein – Provided the details regarding updates to the Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets. Staff requests the adoption of Fiscal Year 2019-20 Operating, Capital, and Revenue Budget.

President Mayer – Opened the Public Hearing on Resolution No 2019-06 FY 2019-20 Operating, Capital and Revenue Budgets.

Public Comment Regarding:

- Budget publication, Zone 8 (income and expenses).

President Mayer – Highlighted the Districts Transparency.

There was discussion regarding allocation of the Hofmann money, breakout of expenses for the Community Center, Zone 8 Capital Improvement Projects, and the money related to the pool.

Motion by: Director Leete to move adoption and approval of Resolution No. 2019-06 FY 2019-20 Operating, Capital and Revenue Budgets.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

Public Hearing Closed.

2. Discussion and Possible Action Regarding Establishing a Public Works Contracts Policy and Approve Resolution No. 2019-07.

General Manager Davies – Provided the details and background of establishing a Public Works Contracts Policy. There was discussion regarding the Public Works Contracts Policy.

Motion by: Director Graves to approve the Public Works Contracts Policy and approve Resolution No. 2019-07.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

3. Discussion and Possible Action Regarding Contracting with CPS HR Consulting for Executive Recruitment Services for Finance Manager.

General Manager Davies – Provided the details regarding the approval of the Budget and the promotion of Dina Breitstein to Assistant General Manager and the contract with CPS HR Consulting for executive recruitment services for a Finance Manager. There was discussion regarding District staff and operations, and managing increased state mandates.

Motion by: Director Leete to authorize the General Manager to enter into an agreement with CPS HR Consulting for Executive Recruitment Services for Finance Manager in an amount not to exceed \$25,000.

Second by: Director Gutow

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

4. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for Well 4A and Well 2 Rehabilitation and Pump Upgrade Contracts.

General Manager Davies – Provided the details regarding the completion of the refurbishment of the Well 4A and Well 2. There was discussion regarding the project.

Motion by: Director Graves to approve the Notice of Completion and authorize the General Manager to release final payments to the contractors on the project, Roadrunner Drilling and Pump Company, Inc., and Kirby's Pump and Mechanical, Inc.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – President Mayer, Director Graves, Director Leete, Director Gutow, NOES: 0, ABSENT: 1 – Vice-President Pease.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided an update regarding the Town of Discovery Bay Guide.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Received – Contra Costa County Aviation Advisory meeting minutes for April 11, 2019.
2. Received – Contra Costa County Aviation Advisory meeting minutes for May 9, 2019.
3. Received – East Contra Costa Fire Protection District meeting minutes for May 8, 2019.
4. Received – State Route 4 Bypass Authority meeting minutes for May 9, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. The meeting adjourned at 7:45 p.m. to the regular meeting on July 17, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-05-19

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 17, 2019

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 704,704.88

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019, 2019/2020.

AGENDA ITEM: C-2

For The Meeting On July 17, 2019
Town of Discovery Bay CSD
For Fiscal Year 7/18 - 6/19

SDRMA	\$168,372.37
Pacific Gas & Electric	\$102,920.69
Croce, Sanguinetti & Vander Veen, Inc.	\$38,306.00
City Of Brentwood	\$16,781.99
Caselle, Inc.	\$15,561.00
Bay Area Air Quality Management District	\$15,082.00
CaliforniaChoice Benefit Admin	\$14,554.28
Town of Discovery Bay CSD	\$11,190.87
Herwit Engineering	\$6,398.32
Delta Fence Company, Inc.	\$6,103.50
J.W. Backhoe & Construction, Inc.	\$3,475.00
Freedom Mailing Service, Inc	\$2,698.92
Luhdorff & Scalmanini	\$2,371.55
Tee Janitorial & Maintenance	\$2,054.00
Mt. Diablo Resource Recovery	\$1,866.46
TASC	\$1,233.31
Shannon Gay Leyen	\$1,217.25
Paul E. Vaz Trucking, Inc.	\$1,057.34
Office Team	\$995.40
Matrix Trust	\$840.90
Aflac	\$705.02
Univar	\$614.56
Office Depot	\$600.38
Boat Safe America	\$337.50
Watersavers Irrigation Inc.	\$321.95
Discovery Bay Designs	\$280.91
Comcast	\$174.94
ReliaStar Life Insurance Company	\$150.00
Alhambra	\$148.94
UniFrist Corporation	\$129.72
CCSDA	\$100.00
Discovery Pest Control	\$99.00
Shred-It USA-Concord	\$61.26
Cintas	\$54.57
County Clerk - CCC	\$50.00
Neopost	\$43.50
Monica Gallo	\$42.46
Water Utility Customer	\$17.10
	\$417,012.96

For The Meeting On July 17, 2019
Town of Discovery Bay CSD
For Fiscal Year 7/19 - 6/20

Veolia Water North America	\$172,581.62
Town Of Discovery Bay CSD	\$40,142.17
J.W. Backhoe & Construction, Inc.	\$26,084.76
WorleyParsons Group, Inc.	\$9,159.68
Stantec Consulting Services Inc	\$8,931.00
Badger Meter	\$5,488.63
Herwit Engineering	\$5,487.66
Office Team	\$2,528.00
Mt. Diablo Resource Recovery	\$2,519.33
Univar	\$2,400.00
Karina Dugand	\$1,150.50
Watersavers Irrigation Inc.	\$891.85
Matrix Trust	\$884.07
Du-All Safety	\$850.00
United Rentals, Inc.	\$795.88
Verizon Wireless	\$740.43
Kidz Love Soccer	\$708.75
Ricoh USA, Inc	\$683.90
Lucia Peters	\$513.00
Robert Leete	\$460.00
William Mayer	\$460.00
Brentwood Ace Hardware	\$425.74
Office Depot	\$425.08
Big Dog Computer	\$415.00
Discovery Bay Designs	\$349.18
Kevin Graves	\$345.00
American Retrofit Systems	\$320.00
Bill Pease	\$230.00
Bryon Gutow	\$230.00
Comcast	\$221.23
UniFrist Corporation	\$179.85
Michael Davies	\$160.32
ReliaStar Life Insurance Company	\$150.00
Cintas	\$131.86
Denalect Alarm Company	\$111.00
Lesley Marable	\$98.83
Concentra	\$98.00
Department of Justice	\$98.00
Dina Breitstein	\$71.00
Discovery Pest Control	\$70.00
Bay Area News Group	\$53.10
SDRMA	\$47.50
	<hr style="width: 100%; border: 1px solid black;"/>
	\$287,691.92

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

June 2019

3595 Days of Safe Operations
176,629 worked hours without a recordable incident

TRAINING:

- **Safety**
 - **Take 5 Safety topics**
 - **Confine Space Training**
 - **Hearing Conservation**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

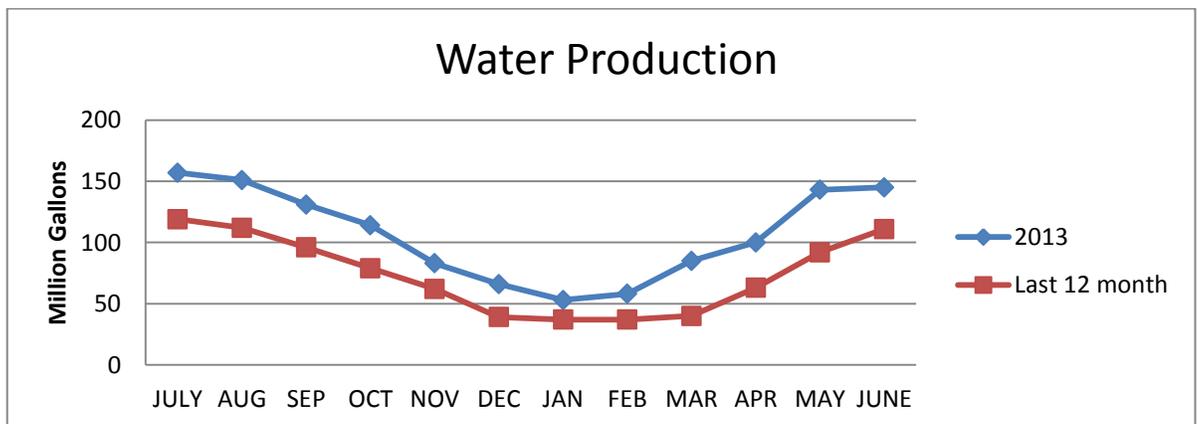
WATER SERVICES

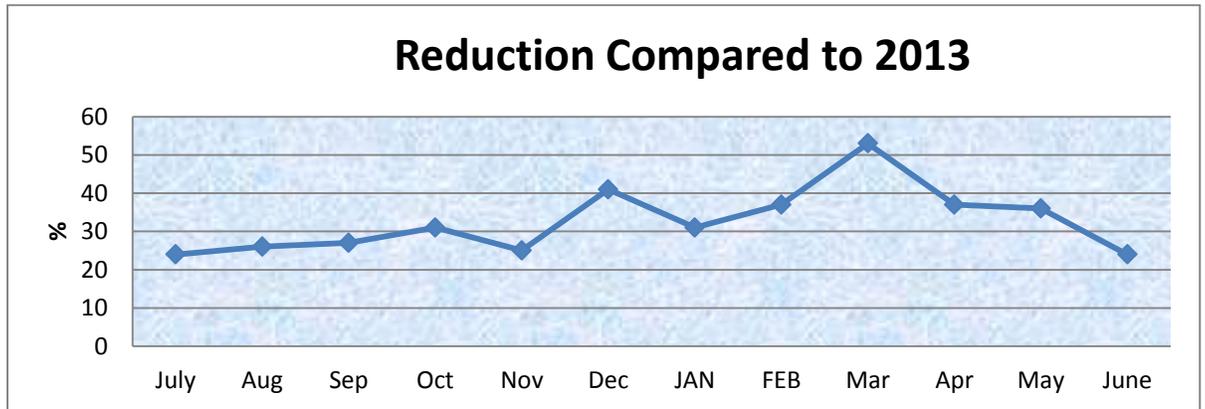
Groundwater Well:

- 1B - Active
- 2 – Under rehab
- 4 – Under rehab
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
37	37	40	63	92	111
July	August	September	October	November	December





Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 10

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>May Lab Data</i>	<i>June Lab Data</i>
Flow, MG Effluent, monthly total		37	30
Flow, MG Daily Influent Flow, avg.	N/A	1.2	1.2
Flow, MG Daily Discharge Flow, avg.	2.35	1.0	1.0
Effluent BOD ₅ , lbs/d, monthly avg.	350	10	16
Effluent TSS, lbs/d, monthly avg.	200*	5	6
Effluent BOD ₅ , mg/L, monthly avg.	20	1	2
Effluent TSS, mg/L, monthly avg.	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	2
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2280	2248

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 1	• SSO	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 1	• 30

Performed weekly lift station inspections

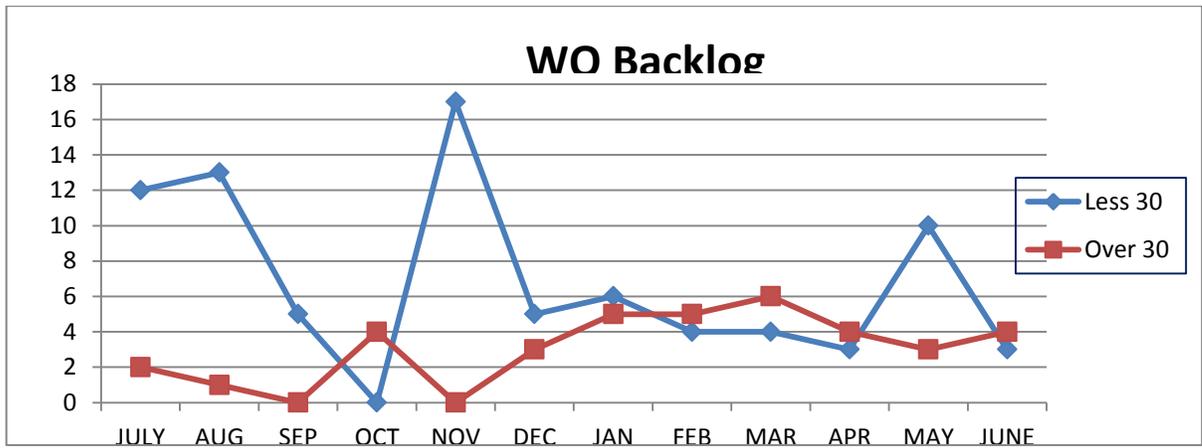
Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Response

Call Outs	Emergencies
8	0
Regular Hours	Overtime
1280	39

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 17, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2019-2020; continue collection of assessments on County Tax Roll and adoption of Resolution No. 2019-08, allowing for a 7.37% assessment increase.

Recommended Action

Approve and adopt Resolution 2019-08 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2019-2020; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District; DB L&L Zone #9, the Board approved and adopted Resolution No. 2019-02 which directed HERWIT Engineering to prepare the 2019-20 assessment report. On June 19, 2019 the Board approved Resolution 2019-05 which accepted the Engineers Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$707.00 which is under the maximum allowable assessment for Zone 9. This is 7.37% increase over last fiscal year's assessment of \$658.50.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2019-08 imposes the assessment on real property (a 7.37% increase) within DB L&L #9 and also approves the filing of the attached Notice of Exemption.

Fiscal Impact:

Amount Requested -
Sufficient Budgeted Funds Available?: Yes
Zone # 9, 2479 Category: Operating

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2019-02 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – April 3, 2019.
Approval and Adoption of the Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 19, 2019.
Approval and Adoption of Resolution 2019-05 accepting HERWIT Engineers Report – June 19, 2019.

Attachments

Resolution 2019-08, confirming the report and ordering the levy and collection of charges.
Final Assessment Engineer's Report 2019-2020, DB L&L Zone #9.
Notice of Exemption.
Public Notice from East County Times.

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2019-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF
CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT
ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
FOR THE FISCAL YEAR 2019-2020**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIIIID (Proposition 218);

WHEREAS, the proposed assessments for the 2019-2020 Fiscal Year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for Fiscal Year 2019-2020 is adopted and confirmed.
3. The \$707.00 assessment specified in the Report for the Ravenswood District, for Fiscal Year 2019-2020 is hereby imposed on the real property within such district for fiscal year 2019-2020.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.
7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JULY, 2019.

Bill Mayer
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 17, 2019, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2019-2020

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2019



Town of Discovery Bay Community Services District

Director and President

Bill Mayer

Director and Vice President

Bill Pease

Director

Kevin Graves

Director

Robert Leete

Director

Bryon Gutow

General Manager

Mike Davies

Finance Manager

Dina Breitstein

Parks & Landscape Manager

Brian Miller

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2019

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2019-2020 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2018-2019 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 147,000	Annual assessments & investment revenue was received
\$ 163,815	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<u>\$ 282,067</u>	Fund total after 2018-2019 annual expenses.

Note: The expenses were higher for the 2018-2019 fiscal year than the previous fiscal year due to increases in O&M and Capital expenditures. The expenses for the 2018-2019 fiscal year were greater than the assessment and revenue collected, resulting in an overall decrease in the District’s reserve account.

Current Assessment

The 2018-2019 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$658.50 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2019, the same CPI index is reported as 294.80. Based upon the change in the CPI, the new maximum assessment allowed for the 2019-2020 fiscal year is \$ 707.00.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2019-2020 fiscal year is \$ 707.00. This assessment is equally assessed to 203 parcels for an annual total of \$ 143,521.00. Therefore, the maximum Reserve Account Balance is \$ 287,042.00. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2019-2020 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District will incur higher than normal charges for capital improvements to rehabilitate existing park facilities this fiscal year. The estimated budget for 2019-2020 is \$ 321,150. This equates to \$ 1,582.02 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 707.00 per parcel, or \$ 143,521.00 maximum assessment.

Based on this report, the assessment for 2019-2020 tax year should be \$ 707.00 to minimize the decrease in the reserve fund balance. The assessment for the 2019-2020 fiscal year is then \$ 707.00 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Ravenswood Improvement District Annual Assessment

Project Location – Specific: Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project:

Levy of the annual assessment for fiscal year 2019-20 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

Reasons why project is exempt: The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

Lead Agency

Contact Person: Michael R. Davies **Area Code/Telephone/Extension:** (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 7/17/2019 Title: General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:

NOTICE OF PUBLIC HEARING

July 17, 2019

NOTICE OF PUBLIC HEARING
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
RAVENSWOOD ZONE 9 ASSESSMENT REPORT
FY 2019-20 - COUNTY TAX ROLL BY RESOLUTION NO. 2019-08

On Wednesday, July 17, 2019, the Town of Discovery Bay (TODB) Community Services District Board of Directors will hold a Public Hearing for the continued collection of the assessment on the Contra Costa County Tax Rolls, for the Ravenswood Subdivision No. 8710, Landscaping, Park, Lighting and Open Space Improvement District also known as DB L&L Zone #9 in Discovery Bay for the Fiscal Year 2019-20.

The FY 2019-2020 assessment is based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$707.00 assessment for Zone 9. This is 7.37% increase over last Fiscal Year's assessment of \$658.50.

The meeting will begin at 7:00 p.m. and will be held at the Town of Discovery Bay Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA.

If you have any questions you may contact the Assistant General Manager, Dina Breitstein at (925) 634-1131.

Michael R. Davies
General Manager/District Secretary

Advertising Order Confirmation

<u>Ad Number</u> 0006360549-01	<u>Ad Size</u> 2 X 47 LI	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>			

NOTICE OF PUBLIC HEARING

July 17, 2019

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SERVICES DISTRICT
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Michael R. Davies
General Manager/District Secretary
ECT# 6360549 July 3, 2019

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
East Bay Times:ECT	Legals CLS	General Legal - 1076~	07/03/19	1
East Bay Times:EB Full	Legals CLS	General Legal - 1076~	07/03/19	1



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 17, 2019

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action Regarding the CSDA Annual Conference – Anaheim Marriott September 25-28, 2019.

Recommended Action

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association (CSDA) Conference located at the Anaheim Marriott, September 25th through September 28th, 2019.

Executive Summary

This year's Annual CSDA Conference is taking place at the Anaheim Marriott, September 25, 2019 through September 28, 2019. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Approximate costs are listed below:

- Registration – Early Bird (on/before August 23, 2019) - \$625.00
- Registration – Regular (on/after August 24, 2019) - \$675.00
- SDLF Scramble for Scholarships Golf Tournament September 25, 2019 - \$80.00 (includes lunch)
- Pre-Conference Tour: Orange County Water District – September 25, 2019 - \$30.00 (includes transportation)

Hotel: Per night (taxes, fees, & parking are extra) - \$180.00 (CSDA Conference Rate)

R/T Air Fare/Rental Car/Airport Parking: Approximately \$650.00

Per Diem/mileage: Arriving Tuesday, September 24 and departing Saturday, September 28 is about \$350.00

This action authorizes members of the Board of Directors attendance at the CSDA Annual Conference.

Previous Relevant Board Actions for This Item

July 19, 2017 – Board Approval to Attend 2017 CSDA Conference

July 18, 2018 – Board Approval to Attend 2018 CSDA Conference

Attachments

CSDA-Conference-Brochure 2019.

AGENDA ITEM: F-2

**2019 CSDA Annual Conference and
Exhibitor Showcase**

September 25-28, 2019 Anaheim, CA

**Learn.
Network.
Celebrate.
Experience.**



Celebrating 50 Years of Service.



LET'S CELEBRATE GOOD
TIMES!



Anaheim Marriott



Marriott Lobby



Marriott Grand Plaza



Mile Square Golf Course

As a special district leader, you already know what makes special districts so special, but do you know what makes this conference so special? It's CSDA's 50th anniversary celebration!

Be sure to register now – a celebration like this won't happen again for another 50 years!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Join 800-plus special district professionals and industry experts for a three day, must-attend education, and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

What to Do?

"As a city built on imagination, Anaheim is where all of your inner enthusiasts can have their day. Visit Anaheim and discover an atmosphere where hip hangouts and hidden gems inspire animated attitudes from visitors and locals alike. From the magic of Main Street to a collective of one-of-a-kind flavors, scenes, sights, and sounds – we invite you to experience the authenticity of all things Anaheim and come hang out with us."

Location

Anaheim Marriott
700 West Convention Way
Anaheim, CA 92801

Hotel Room Reservations

The CSDA room rate at Anaheim Marriott is \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is August 27, 2019; however, space is limited and may sell out before this date.

Wednesday, September 25, 2019

WORKSHOPS

(Pre-registration/payment required - includes lunch)

9:00 a.m. – 3:30 p.m. **CIP SDLA**
Special District Leadership Academy
Module 1: Governance Foundations

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$225 MEMBER, \$340 NON-MEMBER

9:00 a.m. – 3:30 p.m.
Developing Effective Policies, Procedures, and Task Outlines

CPS HR Consulting

Does your organization struggle to keep its written directions up to date? Do your rules and instructions exist only as "institutional knowledge" in someone's head? Is it a challenge to get employees to read (and follow) your policies and procedures?

Packed with the tools and formats needed to create crisp, clear, and reader-friendly rules and instructions. This popular course has been instrumental in transforming hundreds of organizational policy manuals nationwide. Participants will learn how to apply Plain Language principles as they develop policies, procedures, and task outlines.

Come learn how to:

- » Separate policy, procedure, and task outline content for better comprehension
- » Develop policies into "headline" format
- » Develop procedures into "play script" format
- » Develop task outlines into "cookbook" format

\$225 MEMBER, \$340 NON-MEMBER

12:30 – 3:30 p.m.

The Board and GM Working Together to Optimize the District – A 5-Step Program for Assuring Optimal Performance

BHI Management Consulting

Optimizing District performance is always a goal. This pre-conference workshop provides a systematic five-step approach to do so.

The five steps that will be presented in detail are:

- » A Frank Assessment of District Position, Status and Outlook
- » A Realistic Look at Communications Between the Board and GM
- » An Honest Appraisal of the Third Rails of your Organizational Model
- » Policies that Support Best Practices
- » Clearly Setting the Organizational Vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

Recommended for at least two Board members and their GM to attend.

\$150 MEMBER, \$225 NON-MEMBER
(no lunch provided)

CERTIFICATION EXAM

(Optional – must be scheduled prior to conference)

1:30 – 3:30 p.m.

Special District Administrator (SDA) Certification Exam, Special District Leadership Foundation



50TH ANNIVERSARY BONUS SESSIONS!

It's CSDA's 50th Anniversary!

We've added some "bonus sessions" at no cost to celebrate!

1:30 – 2:15 p.m. **BONUS SESSION**

Everything You Ever Wanted to Know About Website Compliance – And More!

Streamline

The topic might sound boring, but this presentation won't be! Sloane will do her best to be entertaining while explaining the requirements of SB 929 and recent changes to online requirements for special districts in California. We'll look at the five website posting requirements (including how to create your Enterprise System Catalog, if you haven't already), updated agenda formatting and posting requirements brought to us compliments of AB 2257, and how to test your site for Section 508 / ADA accessibility. All attendees will leave with tips and materials that will make compliance a cinch.



SDRMA CREDIT INCENTIVE POINTS CIP

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

WEDNESDAY, SEPTEMBER 25, 2019 CONTINUED

GOLF TOURNAMENT

(Pre-registration / payment required)



8:00 a.m. Tee Times Begin

SDLF Scramble for Scholarships

Mile Square Golf Course

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$80 INCLUDES GOLF WITH CART, LUNCH, AND PRIZES!

DISTRICT TOUR

(Early registration is encouraged. Limited to 56 attendees)

12:30 – 3:30 p.m.

Orange County Water District Tour

Participate in this two-hour tour at the Orange County Water District to learn about the importance of wastewater purification. Explore the Groundwater Replenishment System (GWRS), the world's largest water purification system that produce high-quality water using a three-step treatment process.

\$30 PER PERSON INCLUDES TRANSPORTATION TO/ FROM THE HOTEL AND TOUR



NETWORKING

(All attendees welcome)

3:45 p.m. – 5:15 p.m.

Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



CONFERENCE BEGINS!

5:15 – 7:30 p.m.

WEDNESDAY, SEPTEMBER 25, 2019

President's Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment provided.

(All registered attendees welcome)

1:30 – 2:15 p.m. **BONUS SESSION**

The Power of Pooling for Health Benefits

SDRMA

Presentation by SDRMA about their Small Group Health Benefits program that is part of the CSAC-EIA Health pool. Learn about what options for Health Benefits are available to agencies of all sizes under a pool that is run by its participating agencies.

2:30 – 3:30 p.m. **BONUS SESSION**

Town Hall – Legal Eagles

Liebert Cassidy Whitmore

Join us this year to get your questions answered! Special districts deal with a number of issues on a daily basis and it is best to be prepared. Share your questions with others who probably have the same problems, concerns and issues. This is a great opportunity to get some great legal answers - without those annoying billable hours!

Thursday, September 26, 2019



7:30 a.m. – 6:30 p.m.

Exhibitor Showcase Open



7:30 – 8:30 a.m.

Continental Breakfast with the Exhibitors

AWARD NOMINATIONS



CSDA Recognizes the Best Among Special Districts

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

Visit the awards section of our conference website at conference.csda.net for more information.

Schedule Change! *This year, there will not be an Awards Luncheon, rather awards will be presented during general sessions throughout the conference.*

If you have any questions regarding the awards or the awards process, please contact Vanessa Gonzales at 877.924.2732 or by email at vanesag@csda.net.

Deadline for submissions is Wednesday, July 17, 2019. All applicants will be notified prior to the Annual Conference as to the winner.



8:45 – 11:00 a.m.

OPENING KEYNOTE PRESENTATION

Mark Scharenbroich

Nice Bike – Making Connections that Move People

Mix thousands and thousands of black leather, bandana wearing, tattoo bearing Harley-Davidson riders with a 100th Anniversary and one beige rental car and the end result will be the perfect metaphor for connecting with others: "Nice Bike."

Nice Bike acts as a powerful catalyst to help build stronger, more unified teams. The message inspires audience members to be more engaged and passionate about connecting with others.

Join Emmy award-winning speaker, Mark Scharenbroich as he takes you for a fun ride on how to be effective at making meaningful connections in both your professional and personal life. His Nice Bike principle is supported by three strong actions: acknowledge, honor and connect.

11:15 a.m. – 12:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

THURSDAY, SEPTEMBER 26, 2019 CONTINUED

(BREAKOUT SESSIONS) 11:15 A.M. – 12:30 P.M.

Application of the California Environmental Quality Act to Districts Projects

Lozano Smith

The California Environmental Quality Act (CEQA) is a complicated body of law governing public projects, and its application is very broad. Failure to comply can result in significant delays. This session will review the application of CEQA and other environmental laws to district projects, how to identify those projects, and how CEQA is used by project opponents. This session will explore the application of CEQA and other environmental laws to projects, including renovations, expansions, and real property sales or acquisitions. It will also help districts identify other actions that are deemed to be projects under CEQA. This presentation will provide participants with an overview of the CEQA process, a better understanding of the applicability of other environmental laws, and answers to their real-world questions.

California on Fire: Special Districts Addressing Future Wildland Fires

SCI Consulting Group

Come learn what we all need to do to prepare for California's future wildland fire crisis focusing on Fire Suppression including evacuation, training and communications; and Forest Management and Structure Resiliency.

California's Top 5 New Employment Laws in Response to the #MeToo Movement

Meyers Nave

In response to #MeToo, Governor Brown signed multiple bills into law to address sexual harassment and gender discrimination and remove structural issues that enabled this environment to persist in the workplace. The session explains the top 5 new laws and new obligations created for employers: (1) AB 3109 (bars prohibition on testifying about alleged sexual harassment or criminal conduct), (2) SB 820 (bans non-disclosure provisions and secret settlements), (3) SB 1300 (limits non-disparagement clauses, expands employer liability, authorizes bystander training) (4) SB 1343 (expands sexual harassment prevention training) and (5) SB 224 (expands relationships subject to sexual harassment claims). The session also provides practical tips on how special districts can leverage these changes to create a more inclusive and civil workplace that helps prevent harassment from occurring and makes it more likely to be reported.

Fast Track Your Leadership Succession Planning

CPS HR Consulting

The need for leadership succession planning in the public sector is rapidly growing due to a perfect storm developing in the employment climate. This storm is built on the ongoing retirements of current leadership, a tight labor market, and a need for ways to better engage employees. In this session, we will discuss how to fast-track your leadership succession planning using a process to identify leadership potential and overcome barriers to finding reliable and trustworthy learning and development resources.

Financing New Projects with New Revenues: CFD and Assessment District Planning, Implementation and Compliance

NBS

Utilizing land-secured Special Financing Districts (SFDs) requires considerable planning, thoughtful implementation and attention to the ever-changing legal landscape. This session will cover these components, including a Desert Recreation District case study.

Policies vs. Procedures – What's the Difference?

CPS HR Consulting

Are your policies and procedures bloated and hard to follow? Is it difficult for new employees to find answers to work-related questions?

This popular breakout session provides insights to better develop and organize clear and useful policies and procedures.

Come learn:

- » What content belongs where
- » Why separating policies from procedures matters
- » Which tools work best to quickly and effectively produce "reader-friendly" policies and procedures.

Public Records Laws, Requests and Responses – What You Need to Know

Best Best & Krieger, LLP

The California Public Records Act (PRA) was adopted to foster transparency, accountability and greater public access to government records, but compliance can be complicated, costly, and time consuming. This is especially true with increasing amounts of electronic data being stored, accessed and shared on both public and private devices. This session will provide information on making the most of publicly available information, knowing requesters' rights, public offices' obligations and the secrets to a successful public records request, and much more. After completing this session, attendees will feel more confident in knowing the best practices for responding to PRA requests.

Thursday, September 26, 2019



12:30 – 2:00 p.m.

Lunch with the Exhibitors

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

Lunch is included in conference registration.

(BREAKOUT SESSIONS) 2:15 – 3:30 P.M.

Are Your Electronic Devices Spying on You?

Streamline

The short answer is yes. Smart homes and the Internet of Things (IoT) are the next frontier for the battle for your privacy and digital rights. Do you own an Alexa device, Google Home device, or even a smartphone? What about a printer? You might be surprised how much data is being gathered by your devices. And if you're on Facebook, or even just surfing the internet, the collection of information about you is growing...and likely connects employees with your district. With this understanding, what can we do to protect ourselves? In this talk we'll explore data collecting trends and share strategies you can employ to keep yourself and your district safe.

Building Trust of Management and Staff within Your Board

BHI Management Consulting

A key element of highly effective Districts is top to bottom trust. This session will offer tools to improve and solidify trust between the Board and management/staff. The session is led by a seasoned public agency consultant, with years of experience as a consultant and elected official.

Independent Contractor Do's and Don'ts

Aleshire & Wynder

From selecting to using and paying independent contractors - we will discuss the regulations you need to know.

Privacy in a Connected World Has Risks

Nossaman, LLP

The session will discuss various facets of privacy in a changing technology and legal landscape. The session will cover California's evolving legal landscape governing privacy, public employee issues relating to privacy, and the intersection between social media, privacy, and open government. This presentation contains critical information for governmental agencies, including practical solutions and best practices for managing privacy-related risks.

Required Ethics AB1234 Compliance Training (Part 1) *(Must attend both sessions for certificate)*

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

Setting the Stage for Success: How to Prepare for Capital Improvement Financing

CSDA Finance Corporation

You may be ready to expand that facility, purchase that property, install those solar panels, or replace those pipes. But are you ready to access financing? If your district is planning to use debt to fund all or part of a mission-critical capital project, it is important to know what investors and lenders are looking for and what your options are. Join the expert consultants from the CSDA Finance Corporation and a guest speaker from S&P Global for a discussion of funding structures, sources of repayment, credit analysis, and more.

Transparency and Accountability: Updates on the Brown Act and Conflicts of Interest

Meyers Nave

The Brown Act provides legal requirements designed to help guarantee the public's right to attend and participate in meetings of local legislative bodies, as well as promote transparency by ensuring access to information involved in local government decision making. Conflicts-of-interest laws were created for the principle that the personal or private financial considerations of government officials should not enter the decision-making process. Presented by a recent member of the California Fair Political Practices Commission, this session provides an update on new developments regarding special district compliance with both areas of law.

THURSDAY, SEPTEMBER 26, 2019 CONTINUED
(BREAKOUT SESSIONS) 3:45 – 4:45 P.M.

District Dissolutions – the Good, the Bad, and the Ugly: How LAFCOs can Initiate Involuntary Dissolutions, How Districts Can Initiate Dissolutions or Consolidations, and Why LAFCo Participation Matters

Colantuono Highsmith & Whatley, PC

A session providing a practical, informative discussion of the key provisions of the Cortese-Knox-Hertzberg Act, how LAFCOs work on the ground in relation to Special Districts and proposed voluntary and involuntary dissolutions and consolidations, and how and why special districts will benefit from being informed and active participants with LAFCO. Taught by two City Attorneys with significant LAFCO experience, including representing applicants before LAFCOs and advising LAFCOs as General Counsel, this workshop will provide participants with an understanding of the LAFCO process and why it is important for special districts. We will focus on several involuntary district dissolution case studies as examples of how and why LAFCOs can pursue involuntary dissolutions, what subject districts can do in response, and how and why district-initiated dissolutions and consolidations can be useful tools to improve services to their communities.

District Elections and the California Voting Rights Act: Who is Targeted, and What Happens When You Are Challenged?

National Demographics Corporation and Cole Huber, LLP

The wave of legal challenges to election systems that has swept through California’s cities and school districts recently swept up many special districts across the state. This panel will discuss which districts have been targeted so far and who is likely to be challenged in the future; what options a district has when it receives a challenge; and what is involved in making the change to by-area Board elections.

General Manager Performance Evaluation: A Proven Approach that Helps Build an Effective Working Relationship Between the Board and Manager

Rauch Communication Consultants

An effective and complete general manager performance evaluation is essential for the manager to perform at his or her best, and to ensure an effective working relationship between the board and manager. But many boards tend to fumble, ignore or mishandle this critical activity. This session details a proven process that will help you give each board member and the manager an opportunity to hear from each other; incorporates both subjective and objective metrics; ensures there is policy level direction to clarify the managers’ goals for the coming year, and links evaluation to the strategic plan and manager’s goals for the year. There will be time for questions and answers.

Meeting Management: Tips for Efficient and Effective Public Meetings

Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Basic meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency.

Promote the Small Stuff

Dublin San Ramon Services District and Probolsky Research

Learn how special districts throughout the state are getting big public support by promoting lower profile parts of their operations such as cell tower rental revenue, bidding cooperatives, watershed trust funds, etc.

Required Ethics AB1234 Compliance Training (Part 2)

Meyers Nave

See previous session description. (Must attend both sessions for certificate)

The Uniform Public Construction Cost Accounting Act and How it Benefits Public Works Projects Implemented by Special Districts

Panel Discussion

The Uniform Public Construction Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects less than \$200,000 that supports efficient and flexible project delivery. The session will cover key provisions of the act, the policies and procedures manual published by the State Controller’s office, and examples of how the act is utilized to promote efficient project delivery for special districts.



5:00 – 6:30 p.m.

Mix & Mingle in the Exhibit Hall: Grand Prize Drawings

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town for dinner. Be sure to enter for one more chance to win one of our fabulous prizes!

Exhibit hall closes on Thursday, September 26 at 6:30 p.m.

Friday, September 27, 2019



7:45 – 8:30 a.m.

SDRMA Sponsored Plated Breakfast

All registered attendees and exhibitors welcome.

8:30 – 10:45 a.m.

SDRMA GENERAL SESSION, KEYNOTE, SAFETY AWARDS

Erik Qualman Socialnomics: Your Path to Digital Transformation



In this interactive and entertaining session, Erik Qualman, author, showcases habits that drive success and happiness for you employees, partners and constituents.

What you'll hear:

- » Current and future trends that will impact your business
- » Digital leadership practices that allow you to be cutting edge versus bleeding edge
- » The delicate harmony of offline and online initiatives to reach your employees, constituents and stakeholders
- » Habits that will allow you to be the disruptor vs. the disrupted

You will leave with a clear understanding on why we don't have a choice on whether we digitally transform.

The choice is how well we do it.

Most importantly, you will be given the guideposts to continue on your path of digital transformation, today.

IT WAS A GREAT CONFERENCE OVERALL. GREAT INFORMATION AND GREAT ENERGY, GOOD PEOPLE DEDICATED TO MAKING A DIFFERENCE.

SARAH COOLIDGE
DIRECTOR, NORTH TAHOE PUBLIC
UTILITY DISTRICT

(BREAKOUT SESSIONS) 11:00 A.M. – 12:15 P.M.

Courageous Authenticity

Liebert Cassidy Whitmore

One of the key qualities of a leader is the ability to handle critical conversations. To be effective, communication must be positively motivated toward the success of others and be delivered in a clear, honest, and direct way. Performance related situations and disagreements with high-level decisions both test our ability to communicate and have an impact on the organization. This is tough stuff! This session will explore the elements of courageous authenticity and offer strategies for tackling difficult conversations.

Partnerships & Collaborations: Stretching Community Dollars and Resources

Institute for Local Government

How can local governments utilize collaborations and partnerships to stretch resources and deliver more services to communities? This session will discuss the benefits of partnering with other agencies, how to get the conversation started or scale up existing partnerships and examples of how special districts are partnering to help address one of California's most vexing challenges – homelessness.

FRIDAY, SEPTEMBER 27, 2019 CONTINUED

(BREAKOUT SESSIONS CONTINUED) 11:00 A.M. – 12:15 P.M.

Recent Trends in Special District Finances and Employment

US Census Bureau

This presentation will use data from the recently released 2017 Census of Governments to discuss trends in special district financial and employment activity both in California and at the national level.

Special Districts and Drones: What Public Officials Need to Know about Unmanned Aerial Vehicles

Hanson Bridgett, LLP

The FAA estimates 2 million model drones will be in use by the end of 2019. This technology is only becoming more prevalent and easier to use. Whether your agency is considering using drones or regulating their use by members of the public, join us for a practical discussion of key considerations and recent developments in the law and regulatory environment.

Vesting Rights and Public Pensions in the 21st Century

Atkinson, Andelson, Loya, Ruud & Romo

For many of us, pension benefits have long been considered untouchable as public entities face the daunting task of trying to make financially prudent decisions in a difficult economic climate. However, recent California decisions have demonstrated that pension benefits are not untouchable as they once appeared; under the proper circumstances, they can be subject to reasonable modifications. This presentation will discuss and summarize the vesting rights doctrine; address the Marin County, Alameda County, and Cal-Fire decisions; and make educated predictions about the future of the vesting rights doctrine as it pertains to public pensions in light of these decisions.

What You Need to Do to Gain Public Support – an Action Plan for Your Upcoming Rate, Tax, or Assessment Increase

Rauch Communication Consultants, Inc.

Every District needs to obtain public support for its finances. Learn how to bridge the gap between public wants and agency needs. This session will provide techniques for explaining financial issues in lay terms, how to plan finance-related outreach, and how to get support for your rates, fees, charges or taxes. The workshop will include real examples from successful districts, case studies, and time for questions and answers.

Whistle While Your Work!

Special District Risk Management Authority

California employment related lawsuits have increased with plaintiff's now alleging 'Whistle-Blower' protected status. Labor Code §1102.5 provides protection to the 'Whistle-Blower' from employment related retaliation when the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation, regardless of whether disclosing the information is part of the employee's job duties.

How does a public agency protect itself from 'Whistle-Blower' claims? In this session the presenter will discuss the essential elements necessary for a 1102.5 claim and what a public entity employer must do before making an employment related action against a current employee.



12:30 – 2:00 p.m.

Legislative Update Luncheon

(All attendees welcome)

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2019, as well as a sneak peek of what to expect in 2020. Get all the latest legislative results and learn what they mean for special districts going forward.

Friday, September 27, 2019

(BREAKOUT SESSIONS) 2:15 – 3:30 P.M.

Become a Media Darling

Communication Advantage

This is an unusual session, consisting solely of an on-camera practice lab in which the instructor will put on her veteran reporter's hat to conduct short, one-on-one practice interviews with attendees. The interviews will be played back and critiqued to help participants craft killer-good answers and messages, as well as strengthen delivery techniques. Excellent chance for general managers, managers and elected officials to beef up communications skills absolutely vital for leaders who hope to succeed and earn the community's trust. Length of session may be determined by number of attendees wanting to participate.

Dealing with Difficult People

CPS HR Consulting

Whether a person serves directly to the general public, or serves, and works with internal clients such as colleagues, or internal departments, difficult behaviors may arise. These behaviors may be based on circumstances, internal or external stressors, or a repetitive pattern of behavior. Difficult behaviors can be very problematic to deal with, and may cause conflict, tension, misunderstandings, and a host of other problems that can be damaging to workplace harmony, peer, and management relationships. This session will help attendee specifically identify the behavior, recognize how it is affecting you, and those around you, and utilize the strategies learned in this session on how to effectively address the behavior in a productive manner.

Harassment Prevention Training for Board Members and Supervisors (Part 1)

(Must attend both sessions for certificate)

Burke, Williams & Sorensen, LLP

Presented by two dynamic employment attorneys, this fun, informational, and interactive workplace harassment prevention training will focus on current and emerging issues resulting from the #MeToo movement, and teach officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and abusive conduct in order to avoid personal and agency liability in compliance with California state laws (AB 1825/2053/1661).

It's a Jungle Out There: Public Entities are Being Attacked in All Directions. It's Not a Cruise It's a Journey

Special District Risk Management Authority

California public entities have seen a significant increase in claims filed against them over the last 5 years from dangerous conditions of public property to employment lawsuits. What claims and against public entities are covered? What can public entities do to limit their exposure? What should they do when a claim is filed against them? In this session, the presenter will guide agencies through the laws from government code, to vehicle code to Fair Employment & Housing Act so that agencies can survive the jungle and all its scary pitfalls.

Preventing the Violence

Standards Training Group

Violent events are occurring at an alarming rate across the country. From the active shooter to the violent criminal, these acts are taking many innocent lives and affecting organizations like never before. This interactive session will address increasing the odds of detecting potentially violent behavior before it starts; and should the behaviors be missed, increase the odds of surviving a violent event.

Technology Law: What's New for Special Districts?

Atkinson, Andelson, Loya, Ruud & Romo

Everyone knows how quickly technology can change. However, not everyone knows how the laws continue to evolve to keep up with these changes. You will want to attend this session if your district: • Uses social media; • Maintains electronic records; • Has employees who work remotely; • Allows employees electronic access through personal devices; • Is considering or currently has an app. We will focus on recent changes to existing law, as well as new laws likely to impact special districts.

What's New in Prevailing Wage Compliance

Contractor Compliance and Monitoring, Inc

Every year the California Legislature and the Department of Industrial Relations changes the law and regulations governing prevailing wages. 2019 is no different. Join this informative presentation on the new laws and regulations impacting Public Agencies and the contractors which perform your public works. The discussion will include how the DIR will handle the prosecution of unregistered contractors and how penalties will be assessed against the contractors and the Public Agency.

GOING TO CONFERENCE IS ALWAYS AN EXCELLENT OPPORTUNITY TO NETWORK AND MEET NEW PEOPLE AS WELL AS LEARN. I NEVER LEAVE WITHOUT LEARNING SOMETHING THAT WILL BENEFIT MY BOARD OR MY COMMUNITY.

CRYSTAL SMITH
DIRECTOR, EDGEMONT COMMUNITY SERVICES DISTRICT

FRIDAY, SEPTEMBER 27, 2019 CONTINUED

(BREAKOUT SESSIONS) 3:45 – 5:00 P.M.

A Blunt Reality? Drugs & Alcohol in the Workplace

Liebert Cassidy Whitmore

The issues raised by Prop 64 provide a good opportunity for employers to review and revise their drug and alcohol policies in the workplace and ensure that any drug and alcohol testing procedures in place are being conducted appropriately within the confines of the law. This interactive session will use real-life case studies and scenarios to address common concerns regarding employee drug and alcohol issues both inside and outside of the workplace and provide guidance on what actions employers can take to address such matters. This topic touches on several related areas of the law, including constitutional privacy protections and disability accommodation obligations, as well as core performance management skills. Join us on a highly interactive trip through the do's and don'ts of hiring and managing employees regarding substance use and abuse in the workplace.

Harassment Prevention Training for Board Members and Supervisors (Part 2)

Burke, Williams & Sorensen, LLP

See previous session description. (Must attend both sessions for certificate)

How to Collect Unpaid Bills: New Restrictions on Discontinuing Water Service

Richards Watson Gershon

In 2018 the Legislature approved SB 998, which imposes restrictions on water districts that discontinue water service for nonpayment of customer bills. This presentation will address the various legal mechanisms that utility providers have to collect unpaid bills, with a particular emphasis on SB 998's new requirements for water districts that may wish to discontinue service as a remedy for unpaid customer water bills.

Navigating and Implementing SaaS Agreements

Meyers Nave and Municipal Information Systems Association of California (MISAC)

Learn from the experts how to navigate the negotiation, execution, and implementation of a SaaS (Software as a Service) Agreement. Interactive discussion facilitated by a former special district Chief Information Officer and an attorney who specializes in technology agreements for public entities, attendees will learn best practices and watch for pitfalls related to current IT agreements.

Progressive Design Build: Innovative Construction through Collaborative Delivery Methods

East Valley Water District

Join us for a discussion about building a project team through the use of progressive design build and how it changes the process from bidding to completion compared to traditional design-bid build.

Tips and Tricks to Increase Engagement and Service on Boards and Commissions

Institute for Local Government

Many local officials and staff report that the residents they see participating in public meetings and serving on local boards and commissions are a narrow slice of the whole community. This session will provide an overview of community engagement best practices and tips to increase engagement as well as trusted and innovative strategies special districts have implemented to increase interest in serving on boards and commissions.

At the Table Or on the Menu?

California Special Districts Association

Do you or some of your colleagues have the mindset that special districts are better kept "under the radar?" Do you think "lobbyist" or "politician" is a dirty word? Is the legislative process confusing or intimidating? Do you question whether the "little guy" can really make a difference in Sacramento? Have you wondered whether it's even legal for special districts to lobby or take positions on legislation or ballot measures? We will answer these questions and equip you with tools to respectfully and effectively communicate that we do need more local control.



6:00 – 9:00 p.m.

50TH ANNIVERSARY CELEBRATION

Come celebrate CSDA's Golden Anniversary in the Golden State. This fun filled evening includes fun and tasty food and beverage sampling, live entertainment, and highlights of CSDA's 50 years of service to California Special Districts.

Entertainment by Soulville

Attendees will be dancing the night away during our 50th Anniversary to hits from the past five decades from Southern California's premiere cover band – Soulville.

The Special District Leadership Foundation's (SDLF) largest fundraiser – The Taste of the City Silent Auction will also be held during this celebration.



CLOSING PROGRAM

Saturday, September 28, 2019

7:30 – 9:00 a.m.

Doughnuts and District Types

Here's your chance to connect with similar districts and discuss some of your most pressing issues!

Join your peers from around the state for a light breakfast along with lively and informative discussion by district type before you head back home.

9:00 a.m.

Conference ends

FRIDAY, SEPTEMBER 27 • 6–9PM

Held at the Grand Plaza

CELEBRATING



CSDA'S 50 YEARS OF SERVICE



Marriott Grand Plaza

Join the Celebration!

- Sample local food and beverages
- Highlights of CSDA's 50 years of service to California Special Districts
- Entertainment by Soulville
- Hits from the past 5 decades
- SDLF Fundraiser-Taste of the City Silent Auction





2019 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE ATTENDEE REGISTRATION FORM



one form per attendee, please print

Three Ways to Register:

- ONLINE by visiting the CSDA Annual Conference website at conference.csdanet.net.
- FAX your registration form to 916-520-2465.
All faxed forms must include payment.
- MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Wednesday Evening
- » Keynote Sessions and Breakout Sessions
- » Continental Breakfast with the Exhibitors on Thursday
- » Lunch with the Exhibitors on Thursday
- » Mix and Mingle in the Exhibit Hall on Thursday
- » SDRMA Full Plated Breakfast on Friday
- » Legislative Update Luncheon on Friday
- » 50th Anniversary Celebration on Friday
- » Closing Breakfast on Saturday

Full conference GUEST registration includes all meal functions.

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE AUG. 23, 2019)	REGULAR (AFTER AUG. 23, 2019)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: Developing Effective Policies... - Sept. 25		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Sept. 25		\$150.00	\$225.00	
<input type="checkbox"/> Pre-Conference Tour: Orange County Water District Tour - Sept. 25		\$ 30.00 (includes transportation) (limited to 56 attendees)		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Sept. 25		\$ 80.00 (includes lunch)		
<input type="checkbox"/> 50th Anniversary Celebration (Guests only) - Sept. 27		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 30, 2019. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 30, 2019. Substitutions are acceptable and must be done in writing no later than September 13, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are.



California Special Districts Association
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Sacramento, CA 95814

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2019 CSDA Annual Conference and Exhibitor Showcase

September 25-28, 2019 Anaheim, CA

Attendee Brochure

THE LEADERSHIP CONFERENCE FOR
SPECIAL DISTRICTS.





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 17, 2019

Prepared By: Brian Miller, Parks & Landscape Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action to Award a Contract for the Concrete Phase of the Community Center Dog Park.

Recommended Action

Authorize the General Manager to Award a contract to Abacus Concrete for the Community Center Dog Park in an amount not to exceed \$23,000.

Executive Summary

The Community Center Dog Park remodel is currently under way. The demolition of the existing Basketball Court has been completed by JW Backhoe and the new fence and gate have been completed by Delta Fence.

The Sprinklers and drainage part were done by our Maintenance Crew. The Concrete phase bids have been received and the lowest qualified bid was submitted by Abacus Concrete in the amount of \$ 23,000.00.

The 2 other bids received were JW Backhoe in the amount of \$41,375.00 and Old School Concrete in the amount of \$40,064.00

Total Budget - \$45,000.00

Total Project Cost to date - \$10,010.42

Fiscal Impact:

Amount Requested \$23,000.00

Sufficient Budgeted Funds Available?: YES

Prog/Fund # Category: CIP

Previous Relevant Board Actions for This Item: N/A

Attachments:

3 Bids - Abacus Concrete, JW Backhoe, and Old School.

AGENDA ITEM: F-3



Esaiasi Piutau
410 Madera St. Brentwood, CA 94513
Lic#: 873061 (C-8)
Ph: 925-667-8734

Proposal Submitted to: Brian Miller		Date: 6-18-19	DATE OF PLANS/PAGE #'S
Ph #: 925-727-2167	Fax #: NA	Job Name: Discovery Bay Dog Park	
Owner's Address: NA		Job Location: 1601 Discovery Bay Blvd, Discovery Bay CA 94505	

We propose hereby to furnish materials and labor necessary for the completion of:

1. Saw cut any existing concrete if necessary for clean joints.
2. Demo and removal of the existing concrete as discussed during the site visit.
3. Excavate the area for the new concrete to make room for 4 inches of concrete and 2 inches of baserock.
4. Set the forms and making sure to check for proper drainage and levels.
5. Install the baserock and making sure that is compacted really well using a vibratory compactor together with proper moisture content on the baserock.
6. Install #3 rebars spacing them at 18 inches on center each way supported on 2 inch dobies.
7. Concrete mix: 3000 psi @ 28 days, 6 sacks and ¾ inch gravel.
8. Types of finishes: Broom finish, with the joints at every 8 ft or less.
9. Curing: Because of the temperature we will be spraying a curing compound on the freshly placed concrete to help slow down the curing process and minimize any shrinkage cracks.
10. Strip the forms and final clean up.

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of: \$23,000.00

Payment as follows: To be discussed later.

All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

**AUTHORIZED
SIGNATURE : ESAIASI PIUTAU**

Note: this proposal may be withdrawn by us if not accepted within 6 months.

<p>ACCEPTANCE OF PROPOSAL</p> <p><i>The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</i></p>	Signature
	Signature
	Date of Acceptance

JW Backhoe & Construction, Inc.
PO Box 722
Knightsen, CA 94548
(925) 516-1266

June 21st, 2019

To: Town of Discovery Bay
Attention: Brian Miller
Job: Community Center – Dog park concrete

Proposal

This proposal is to remove the existing concrete walkway on the south side of the dog park. To form and pour back a new 6' wide by approximately 180' long concrete walkway. To remove approximately 3 sections of existing concrete walkway in front of the dog park entrance and pour back. To install two "concrete mow strips" approximately 1' wide by 115' long on each side of the new bark area. Concrete to be poured back 4" thick. To install 2" of recycled ¾" AB under all new mow strips and walkways if AB does not exist. To install #4 rebar on 2' centers. Also to install a 6' wide x 65' long walkway on the north side of the dog park. This price includes the labor, material and equipment needed to finish the proposed job. All measurements are approximate.

Note: This proposal is based on bringing the dump truck and backhoe inside the Community center and using the current concrete walkway, per TODB's direction. To also have the concrete truck and pumping unit use the existing concrete walkway. TODB to shut down the walkway to pedestrian foot traffic. JW Backhoe & Construction Inc. **will not** be held liable for any damage to the existing concrete walkway, landscaping or sprinkler system caused by this project.

Total \$41,375.00

(Bid price is good for 30 calendar days)

EXCLUSIONS:

1. No permits, no bonds, no fees
2. No connection fees
3. No handling of or off hauling of hazardous material
4. No compaction tests (sub grade or finished grade)
5. No engineering
6. No staking
7. No paving
8. No fence work
9. No landscaping
10. No drainage work
11. No conduit work
12. No weekend, holiday or night work
13. No SWPPP

Note:

Should any legal action be necessary to collect payment, principal sum of this bid and any expenses to JW Backhoe & Construction, Inc. legal or otherwise, to be compensated in full by the customer and/or owner of the project.



Bobby Williamson
JW Backhoe & Construction, Inc.

I, _____ accept this proposal on this date _____

OLD SCHOOL CONCRETE

2840 Delta Road
Brentwood, CA 94513
(925) 625-6282
oldschoolconcrete@att.net



Go Hard or Go Home

MIKE ZAMORA, OWNER LIC. # 871192

ESTIMATE

ADDRESS

Town of Discovery Bay
1601 Discovery bay blvd.

ESTIMATE # 1110

DATE 06/23/2019

DATE	ACTIVITY	AMOUNT
06/23/2019	SERVICES-CONCRETE WORK 8x60 Remove and replace Concrete broom finish	8,640.00
06/23/2019	SERVICES-CONCRETE WORK 60x6 Remove and replace Concrete broom finish	6,480.00
06/23/2019	SERVICES-CONCRETE WORK 17x8 Remove and replace Concrete broom finish	2,448.00
06/23/2019	SERVICES-CONCRETE WORK 10x10 Remove	500.00
06/23/2019	SERVICES-CONCRETE WORK 6x20 Remove and replace Concrete broom finish	2,160.00
06/23/2019	SERVICES-CONCRETE WORK 55x6 Remove and replace Concrete broom finish	5,940.00
06/23/2019	SERVICES-CONCRETE WORK 14x8 Remove and replace Concrete broom finish	2,016.00
06/23/2019	SERVICES-CONCRETE WORK 15x8 Remove and replace Concrete broom finish	2,160.00
06/23/2019	SERVICES-CONCRETE WORK 14x7 Remove and replace Concrete broom finish	1,764.00
06/23/2019	SERVICES-CONCRETE WORK 6x22 Remove and replace Concrete broom finish	2,376.00
06/23/2019	SERVICES-CONCRETE WORK 2x104 boarder band s Concrete broom finish	5,600.00

Due to expansive soil in this area, contractor, Old School Concrete (OSC), is not responsible for cracking, sinking or color. OSC proposes to furnish materials and labor in accordance with standards and specifications for the sum noted.

TOTAL

\$40,084.00

Payment: A 10% deposit is required at the beginning of the project.

All materials are guaranteed as specified in the bid. All work to be completed in a workmanlike manner according to the standard estimate. All agreements contingent upon strikes, accidents or delays beyond our control including unsatisfactory weather. The owner is to carry liability and worker's compensation insurance at all times.

Byron Municipal Advisory Council

Linda Thuman, Chair
Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513
Respectfully submitted by:
Deputy Chief of Staff, Lea Castleberry

The Byron Municipal Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Draft Record of Actions

6:01 p.m.
May 28, 2019

MEMBERS PRESENT: Chair Thuman, Vice Chair Nisen, Councilmember Larsen and Councilmember Lopez

MEMBERS ABSENT: Councilmember Schmit

PRESENTATION OF COLORS: Led by Chair Thuman

APPROVAL OF AGENDA: Motion to approve the Agenda as presented made by Vice Chair Nisen. Second by Councilmember Larsen. Motion carried 4-0. AYES: Larsen, Lopez, Nisen and Thuman.

PUBLIC COMMENTS: Paula Wherity – truck traffic on Camino Diablo; speeding; County Cannabis Ordinance.

AGENCY REPORTS:

- a. **East Contra Costa Fire Protection District:** Battalion Chief Ross Macumber provided the activity report for the month of April.
- b. **Office of the Sheriff:** Tony Fontenot, Crime Specialist provided the activity report for the month of April.
- c. **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month of April.
- d. **Contra Costa County Code Enforcement Department:** No Report.
- e. **Office of Supervisor Diane Burgis:** Lea Castleberry discussed the resurface on Camino Diablo and Maintenance Roadwork on Vasco Road and Byron Highway.

CONSENT ITEMS:

- a. **Approval of Record of Actions for March 26, 2019:** Motion to approve the Record of Actions as presented made by Councilmember Larsen. Second made by Councilmember Lopez. Motion carried: 4-0. AYES: Larsen, Lopez, Nisen and Thuman.

PRESENTATIONS:

- a. None.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. None.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-03/13/19 Contra Costa County Zoning Administrator Agenda for March 18, 2019
- b. R-03/20/19 Contra Costa County Planning Commission Agenda for March 27, 2019
- c. R-03/26/19 Contra Costa County Zoning Administrator Agenda for April 1, 2019
- d. R-04/16/19 Contra Costa County Planning Commission Agenda for April 10, 2019
- e. R-04/10/19 Contra Costa County Zoning Administrator Agenda for April 15, 2019
- f. R-04/17/19 Contra Costa County Planning Commission Agenda for April 24, 2019
- g. R-04/30/19 Contra Costa County Zoning Administrator Agenda for May 6, 2019
- h. R-04/30/19 Contra Costa County Planning Commission Cancellation Notice for May 8, 2019
- i. R-05/14/19 Contra Costa County Zoning Administrator Agenda for May 20, 2019
- j. R-05/16/19 Contra Costa County Planning Commission Agenda for May 22, 2019

FUTURE AGENDA ITEMS

- a. BART Expansion Update
- b. Report/Update from Byron Airport Representative Ron Reagan

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

- c. St. Anne's Village
- d. Airport Connector Update by CCTA (*August Agenda*)

ADJOURNMENT

There being no further business before the Byron Municipal Advisory Council, Chair Thuman adjourned the meeting at 6:46pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, June 25, 2019 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
MAY 9, 2019**



MEETING CALLED: Vice Chair Tom Weber called the meeting to order at 10:01 AM at Buchanan Field Airport.

PRESENT: **Emily Barnett, Secretary, Member At-Large**
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Keith McMahon, City of Concord
Ronald Reagan, District III
Russell Roe, District V
Roger Bass, District II
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill

ABSENT: **Maurice Gunderson, Chair, Member At-Large**
Cody Moore, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF: Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports - Operations

**COMMENTS
BY CHAIR:**

Vice Chair Tom Weber welcomed the attendees.

PUBLIC COMMENT PERIOD:

There were no items brought up during public comment.

**APPROVAL OF
4/11/19 MINUTES:**

Moved by Steven Starratt; seconded by Russell Roe. Yes: Tom Weber, Derek Mims, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan and Emily Barnett. No: None. Abstained: None. Absent: Maurice Gunderson, Cody Moore and Donna Dietrich.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Roger Bass; seconded by Ronald Reagan. Yes: Tom Weber, Derek Mims, Eric Meinbress, Dale Roberts, Keith McMahon, Steven Starratt, Russell Roe and Emily Barnett. No: None. Abstained: None. Absent: Maurice Gunderson, Cody Moore and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

The March 2019 Noise Abatement Statistics Report was pulled. The AAC Vice Chair reported that at the Airport Committee's May 8th meeting, they had positive comments towards AAC and Airport staff about Buchanan Field's Noise Abatement Program. Staff stated we learned that our proactive community outreach approach is effective as it was not done for the Ford Tri-Motor Tour event that was held March 14-17, 2019 at Buchanan Field Airport which resulted in a higher volume of noise complaints.

b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

A General Plan Amendment for Byron Airport is underway in an effort to bring more economic development and job opportunities to the area. The Administrative Draft of the Environmental Impact Report (ADEIR) was submitted for County staff review in December 2018. The ADEIR was deficient in several areas – most notably in the transportation and biological sections. This will likely delay the project approximately six months. County staff plan to meet with the consultant, Dudek, to discuss the discrepancies and the best ways to resolve them.

c. Discuss the lease for the Byron Airport maintenance hangar located at 505 Eagle Court

Airport staff are working on the draft lease and anticipates having it scheduled for the Board of Supervisors' (BoS) consideration by mid-June.

d. Discuss the new Aircraft Rescue and Firefighting (ARFF) replacement truck for Byron Airport

Airport staff reported an ARFF truck was purchased and staff plans to place the truck at the Byron Airport once there is a structure to store it in. Staff anticipate the storage structure being ready by the end of summer.

e. Discuss and select two AAC members to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport

Roger Bass and Eric Meinbress, on the AAC, volunteered to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport.

f. Discuss the notice from the San Francisco Bay Regional Water Quality Control Board (State Water Board) regarding Polyfluoroalkyl (PFAS) substances

Airport staff were recently advised by the State Water Board via letter that firefighting foam, which is required by the FAA to be used at commercial service airports, contains Per and Polyfluoroalkyl substances (PFAS). There is concern these substances could be harmful health wise and could also infiltrate into the water system. The State Water Board has advised all 31 California commercial airports that they must produce a work plan which would include a ground water analysis to determine the presence of PFAS. Unless granted an extension, airports must submit a work plan within 60 days of receipt of the letter, with a full analysis performed in six months. Staff are working with County Counsel and consultants Mead & Hunt Associates to develop the work plan.

g. Discuss the JetSuiteX aircraft parking layout on the east side of the Buchanan Field Airport and associated removal of the former Calstar trailer

Staff at the Air Traffic Control Tower has had some issues with the current location/orientation of JetSuiteX's aircraft. JetSuiteX hopes to expand operations. As such, Airport staff will be changing the aircraft parking location orientation to provide three parking spaces once the former Calstar trailer is moved.

h. Discuss the Aircraft Owner Pilot's Association (AOPA) Fly-In event taking place at Livermore Airport June 21-22, 2019

The AOPA group will come in to assist with the setup for the AOPA Fly-In event at the Livermore Airport on June 21-22. The group will need additional volunteers. This will be a good learning opportunity for potentially hosting an AOPA Fly-In event at our airports in the future.

i. Discuss the Runway 14L/32R pavement rehabilitation project at Buchanan Field Airport

The Federal Aviation Administration (FAA) has tentatively approved the current plan to rehabilitate the Runway 14L/32R. A mill and overlay method will be used to rehabilitate the runway. The project will consist of a four-inch mill and overlay in the center 100 feet of the runway, and two inches mill and overlay on two 25-foot edges. Airport staff are currently in the process of creating a bid package. The project is likely to be pushed to next spring depending on the bidding process timeline.

j. Discuss the JetSuiteX traffic trends from 2016 to present

Airport staff presented a graph with JetSuiteX's passenger growth from 2016 to present. Staff discussed their substantial growth since 2016 and reported that numbers for March, April and May of 2019 will look lesser as this is due to the repositioning of one of their aircrafts to serve a specialized market for a short period. As of June 1st, JetSuiteX will go back to their regular schedule.

k. Discuss the Aviation Innovation Technology Attraction Program

Airport staff reported there are many changes and opportunities happening as it relates to UAS (drones)/tech industries. An Aviation Innovation and Business Attraction meeting will be convened on May 22nd to discuss ways to best position Buchanan Field and Byron Airports to attract these types of industries.

l. Discuss the Exclusive Negotiating Agreement with Montecito Development Company for 17-acres of development at Buchanan Field Airport

This parcel is located on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport. The developers are anxious to break ground and are in the final stages of the environmental review process. They plan to break ground this year, but that will ultimately depend on when the environmental review is complete and permits are issued.

FUTURE AGENDA ITEMS/COMMENTS

None specified.

ADJOURNMENT: The Vice Chair adjourned the meeting at 10:34 a.m..

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
JUNE 13, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport.

PRESENT: **Emily Barnett, Secretary, Member At-Large**
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Keith McMahon, City of Concord
Ronald Reagan, District III
Roger Bass, District II
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Maurice Gunderson, Chair, Member At-Large
Cody Moore, Airport Business Association

ABSENT: **Russell Roe, District V**
Donna Dietrich, Airport Neighbor – Pacheco

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports - Operations

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

The Airport Land Use Commission (ALUC) is looking for one new at-large member to represent the general public for a four-year term. There is a total of nine candidates. Interviews will be held at the next ALUC meeting on June 20th.

Keith Freitas reported an aircraft crash took place on June 9th. The aircraft was based at Buchanan Field Airport and was a rental aircraft of fixed-base operator Sterling Aviation, Inc.. The National Transportation Safety Board will make a final determination in 9-12 months. Airport staff and the AAC gave their condolences to the family and friends of the pilot.

**APPROVAL OF
5/9/19 MINUTES:**

Moved by Emily Barnett; seconded by Derek Mims. Yes: Tom Weber, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan, Steven Starratt, Maurice Gunderson and Cody Moore. No: None. Abstained: None. Absent: Russell Roe and Donna Dietrich.

APPROVAL OF

CONSENT ITEMS:

Moved by Tom Weber; seconded by Derek Mims. Yes: Roger Bass, Ronald Reagan, Eric Meinbress, Dale Roberts, Keith McMahon, Steven Starratt, Maurice Gunderson, Cody Moore and Emily Barnett. No: None. Abstained: None. Absent: Russell Roe and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

There were no items pulled from consent.

b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

There was no update on the Byron Airport General Plan Amendment. The Department of Conservation and Development is working on setting up a meeting with staff and consultants as well as getting the current contract with consultants, Dudek, extended.

c. Discuss the notice from the San Francisco Bay Regional Water Quality Board (State Water Board) regarding Per and Polyfluoroalkyl substances

This item is an update from the May 9th AAC meeting. Airport staff, along with 31 commercial airports in California, were advised by the State Water Board that firefighting foam, which is required by the Federal Aviation Administration (FAA), contains per and polyfluoroalkyl substances. The concern is the contaminant may be harmful to our health and water system. The 31 commercial airports were mandated to create a work plan and perform testing. Staff, County Counsel and consultants, Mead and Hunt, are putting together a work plan for Buchanan Field and hope to have it finalized by mid-July.

d. Discuss the Aviation Innovation and Technology Business Attraction meeting that took place May 22nd

The County Airports Division is exploring ways to proactively position Buchanan Field and Byron Airport to attract aviation innovation and technology businesses (both established and emerging). On May 22nd, airport staff hosted their first Airport Innovation and Business Attraction roundtable discussion involving individuals who are knowledgeable and/or involved in the industry (UAS and autonomous vehicles/aircraft), venture capital financing, real estate development, and economic development. After brainstorming ideas, airport staff have come up with a draft strategy/plan to achieve this goal by 1) educating aviation startups about the County Airports; and 2) supporting them by providing two diverse airports as designated test sites. Buchanan Field currently has two tech startups, Xwing, a San Francisco-based company developing autonomous flight technology for aircraft; and Volans-I, a San Francisco-based company providing logistic services by building UAS for various applications such as delivery of spare parts and medical supplies.

It was noted in the AAC meeting that the Lekas property (located on the west side of Buchanan Field) may be an option for future available office space once the property reverts to the County on July 7, 2019. The AAC concluded the discussion with the importance of timing as the demand in UAS/tech industries has risen immensely.

e. Discuss Runway 14L/32R construction project set to being in 2020, Buchanan Field Airport

The FAA has approved funding of approximately \$3,700,000 for the Runway 14L/32R rehabilitation project at Buchanan Field. The Public Works-Construction Division published the project and the bid opening is planned for June 25, 2019. The Public Works Department will be on a short timeline to rank all bids, submit the lowest responsive bidder to the FAA for review, then execute grant acceptance documents by July 31, 2019.

f. Discuss the terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport

Airport staff received and reviewed several building layouts from consultants, The KPA Group, for the new terminal building at Buchanan Field. The building is expected to total approximately 16,000 square feet and will include administrative office space, airport rescue and firefighting (ARFF) space, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. Staff is looking to break ground in 2021.

g. Discuss the Airport Layout Plan (ALP) update, Buchanan Field Airport

Airport staff are currently updating the Buchanan Field Airport Layout Plan (ALP) which includes re-designating 17-acres of vacant land (across from the Airport Office) for non-aeronautical use. Staff reported the ALP narrative is almost complete and plan to submit the documents to the FAA in late fall.

h. Discuss the 2019 Jumpstart Conference, June 2-5

Airport staff attended the 2019 Jumpstart Air Service Development Conference in June. This conference is a “speed dating” program designed to bring airports and airlines together for brief strategic meetings. Airports request a private, 20-minute meeting with up to ten airlines, and airlines also make their own wish list of communities they would like to meet. Airlines reported as bigger commercial airports are environmentally constrained to accommodate too much future growth, airlines are looking ahead to identify alternative airports to serve areas. There are many impediments to overcome, but it is good to know there is other interest and opportunities, big and small.

FUTURE AGENDA ITEMS/COMMENTS

None specified.

ADJOURNMENT: The Chair adjourned the meeting at 11:12 a.m..



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal
President

Stephen Smith
Vice President

Joe Young

MEETING MINUTES Wednesday, June 12, 2019

1. Call to Order: (6:30 pm)
2. Pledge of Allegiance: (6:30 pm)

Chief Helmick led the Pledge of Allegiance
3. Roll Call: (6:30 pm)

Directors Present: Langro, Nash, Oftedal, Smith, Young
Directors Absent:
4. Presentations

None
5. Public Comment: (6:30 pm)

There were no (0) Public Speakers
6. Consent Calendar: (6:30 pm)
 - 6.a. Minutes from May 8, 2019 Board of Directors Meeting

- 6.b. Approve Legal Contract with Hanson Bridgett
- 6.c. Approve Amador Contract with CalFire
- 6.d. Approve Updated Credit Card Policy
- 6.e. Approve Amendment to NBS Contract
- 6.f. Approve Contract with Robert Half/Accountemps
- 6.g. Approve Purchase of Battalion Chief Vehicles

Motion by: Director Young to approve Consent Calendar Items: a,b,c,d,e,f & g

Second by: Director Nash

Vote Carried: 5:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent:

7. New Business: (6:31 pm)

- 7.a. Public Hearing and Declaration of Surplus Real Property: Stations 57 and 95

There were no (0) Public Speakers

Motion by: Director Smith to approve the Declaration of Surplus Real Property:

Stations 57 and 95

Second by: Director Young

Vote Carried: 5:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent

8. Report of the Fire Chief / Informational Staff Reports: (6:39 pm)

- 8.a. Grants Update– Battalion Chief Ross Macumber
- 8.b. Legislative Update– Chief Brian Helmick
- 8.c. Station 55 Update– Chief Brian Helmick
- 8.d. Type 1 Fire Apparatus Update– Battalion Chief Ross Macumber
- 8.e. Fire Prevention Bureau Update – Fire Marshal Steve Aubert
- 8.f. Operational Update – Battalion Chief Ross Macumber
- 8.g. Public Outreach and Education Activities Update

9. Board Reports and Requests: (7:00 pm)

Director Smith described several meetings he has attended since the last District Board meeting.

10. Closed Session: (7:02 pm)

- 10.a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 (b)(1) - Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency designated representative: Board President
Title/Unrepresented Employee: Fire Chief

- 10 b. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Glenn Berkheimer and Regina Rubier
Employee Organizations: International Association of Fire Fighters Local 1230 and United Clerical, Technical and Specialized Employees, AFSCME, Local 2700

President Oftedal announced that no reportable action was taken on Item 10.a.

President Oftedal announced that the Board met in closed session under Item 10.b. to complete its annual evaluation of the Fire Chief's performance, finding that the Chief's performance exceeded all reasonable expectations, and that the Board would next consider a resolution to amend the Fire Chief's employment agreement.

11. Consideration of potential actions to amend the Employment Agreement of the Fire Chief: (8:10 pm)

Motion by: Director Young to amend the Employment Agreement of the Fire Chief to extend the term by one year.

Second by: Director Smith

Vote Carried: 5:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent:

12. Date and Place of Next Meeting: (8:11 pm)

Wednesday, July 10, 2019 at 6:30 p.m. Brentwood City Hall - Council Chambers 150 City Park Way

13. Adjourn: (8:12 pm)



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal
President

Stephen Smith
Vice President

Joe Young

Special Board Meeting Minutes **Tuesday, June 18, 2019**

1. Call to Order: (2:06 pm)

2. Pledge of Allegiance: (2:06 pm)

Chief Helmick led the Pledge of Allegiance

3. Roll Call: (2:07 pm)

Directors Present: Langro, Nash, Oftedal, Smith, Young
Directors Absent:

4. Public Comment: (2:07 pm)

There were no (0) Public Speakers

5. New Business

a. Receive and Discuss Results of Public Opinion Poll on District Revenue Enhancement Options: (2:09 pm)

b. Accept Fiscal Year (FY) 2017-18 Annual Financial Audit: (3:08 pm)

There were no (0) Public Speakers

Motion by: Director Young to accept FY 2017-18 Financial Audit

Second by: Director Smith

Vote Carried: 5:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent

c. Approve FY 2019-20 Preliminary Operating, Prevention and Other Fund Budgets: (3:19 pm)

Motion by: Director Young to approve FY 2019-20 Operating, Prevention and Other Fund Preliminary Budgets

Second by: Director Langro

Vote Carried: 5:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent

6. Board Reports and Requests: (3:49 pm)

7. Date and Place of Next Meeting: (3:49 pm)

Wednesday, July 10, 2019 at 6:30 p.m. Brentwood City Hall - Council Chambers 150 City Park Way

8. Adjourn: (3:50 pm)